

PROCESSING YEAR-END PENNIES PAYROLL (PR-PER-4)

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VERSION (2.0)

TABLE OF CONTENTS

OVERVIEW	1
Year-End Pennies Payroll Checklist.....	1
REVIEWING RECURRING PAY RECORDS	2
RUNNING THE YEAR-END PENNIES PAYROLL	3

PROCESSING YEAR-END PENNIES PAYROLL

OVERVIEW

The annual contract salary does not always divide evenly across the number of pay periods. Reconciling the pennies difference between the annual contract salary and the actual salary paid during the year is a time-consuming and tedious process. Year-End Pennies Payroll processing calculates the remaining salary by comparing the number of pays per year times the period pay with the annual contract salary.

If desired, the remaining pay can then be rolled into an active payroll. This will ensure that employees are paid the exact amount of their contract.

Year-End Pennies Payroll Checklist

- ☐ 1. Review Recurring Pay records for accurate annual salary and period pay information. See the section titled “***Reviewing Recurring Pay Records.***”
For the last payroll for a given pay frequency, group or location,
- ☐ 2. Establish the payroll identifier.
- ☐ 3. Generate earnings and deductions, ensuring that employees who need pennies adjustment are included.
- ☐ 4. Run the year-end pennies payroll process. See the section titled “***Running The Year-End Pennies Payroll.***”
- ☐ 5. Continue processing the payroll normally, starting with the earnings/deductions exceptions step.

For more information on payroll processing steps, refer to the document ***Processing a Regular Payroll (PR-REG-10)***.

REVIEWING RECURRING PAY RECORDS

The annual salary and period pay fields must be accurate for the correct remaining salary to be calculated. Districts using Job Pay should already have both fields populated on most Recurring Pay records. Other districts may need to enter annual salaries before beginning the year-end pennies payroll process.

To Review Recurring Pay Records, Select:

B) PAYROLL & PERSONNEL

B) Employee Maintenance & Reports

C) Employee Recurring Pay

The following screen is displayed:

Session	Edit	Commands	Settings	Help
EMPLOYEE RECURRING EARNING FILE				
Action: Find Next Prev Browse Add Update Del Output Exit ...				
Query the current database table.				
Emp # [Last [First [
SSN [
Job Class [Reg Hours [Pay Rates
Pay Type [Hourly Rate [Factored Rates
Base Pay [Daily Rate [Factor
Location [Period Pay [
Group/BU [Annual Pay [
Risk Code [Ref Salary [
Position [Rem Salary [
Grade/Step [
Allocation Code [
G/L Org/Obj/Proj [Proj [
Start Date [Stop Date [Encumber? []
Pay Frequency []		Number of Pays []		Pays Remaining []
Cycles Pay Is Active 1 []		2 []	3 []	4 []
Include in Balloon Pay []		Personnel Status []		

1. Select **Find** from the Ring Menu.
2. Enter the criteria to select the employees to review. You may choose to review employees by job class, location, bargaining unit, etc.
3. Press **ESC** to define the employee set.
4. Review the employees, ensuring that the **Period Pay** and **Annual Salary** fields are correct for each employee.
5. If a field is incorrect, use **Update** to enter the actual amount.

RUNNING THE YEAR-END PENNIES PAYROLL

The pennies adjustments may be put into either new or existing pay records using one of three different methods:

- The adjustment amount can be assigned to a special pay type. This option will create the pennies adjustment amount on a record using this pay type.

NOTE: *The pay type must be set up before the year-end pennies payroll process is started.*

- The adjustment can be added to an existing pay record. This option will make the pennies adjustment to the first record encountered for each employee in the pre-generated payroll.
- A separate pay record for the adjustment can be created using the pay type already generated in the payroll. This option will make the pennies adjustment by creating an additional pay record for each employee using the pay type from the record encountered for an employee.

For the last payroll for a given pay frequency, group or location, start a new payroll, run the generate step, then process the year-end pennies payroll. Instructions for these three steps are included below. The payroll continues as a normal payroll after the year-end pennies payroll is generated.

To Run the Year-End Pennies Payroll, Select:

B) PAYROLL & PERSONNEL

D) End of Period Functions

A) End of Period Processing

G) Payroll Encumbrancing

4) Pennies Build/Report/Move

The following screen is displayed:

```

Session   Edit   Commands   Settings   Help
-----
Options:  Define  Output  Build  View  Change  Remove  Exit
Change report options

      Remaining Pay Run Number [    ]
      Run Description          [                ]

      Sort sequence      [1]  EMPLOYEE NAME
Inactive Employees      [N]
      Build Option       [C]  COMPUTE

Number of Pay Periods from [24.0]      thru [24.0]
      Job Class from      [0010]      thru [2030]
      Location from       [    ]      thru [ZZZZ]
      Group/BU from       [    ]      thru [ZZZZ]
      Org from            [    ]      thru [ZZZZZZZZ]

```

1. Select **Define** from the Ring Menu.
2. Enter a unique number between 301 - 400 in the **Remaining Pay Run Number** field.
3. Enter a description or title for the pennies payroll run in the **Run Description** field.
4. Choose a **Sort sequence** for the pennies build report:

Enter	To sort by
1	Employee Name
2	Social Security Number
3	Employee Number
4	Location/Name
5	Group/Name

5. Enter **N** to exclude **Inactive Employees** from the adjustment process.
6. Enter **C** to compute the pennies adjustments in the **Build Option** field.

NOTE: *Build Option R can be employed ONLY if your district is set up to encumber salaries, and requires additional processing before use.*

7. Enter the criteria to select the employees to have pennies adjustments.
8. Press **ESC** to define the employee set.
9. Select **Build** from the Ring Menu to create the file of adjustment records.
10. Select **Output** and **Print** the report.

Review the report to find any problems, for example, late start employees.

11. Select **View** from the Ring Menu.

The following screen is displayed:

Session	Edit	Commands	Settings	Help
VIEW REMAINING SALARY RECORDS				
Action: Find Next Prev Browse Update Del Move Exit				
Query the current database table.				
Employee number	[]		
Job class	[]		
Location	[]		
Group/BU	[]		
Pay type	[]		
Pay amount	[]		
Change Flag	[]		

12. Choose **Find** from the Ring Menu.

13. Press **ESC** to access the entire file just created.

Make any corrections that are needed.

14. When all corrections have been completed, choose **Move** from the Ring Menu.

The following screen is displayed:

Session	Edit	Commands	Settings	Help
VIEW REMAINING SALARY RECORDS				
Move: Define X-Transfer Exit				
Define transfer criteria.				
Remaining pay type	[]		
OR				
Insert Pay Option	[]		
1. Add remaining pay to existing pay record				
2. Create new remaining pay record				

15. Choose **Define** from the Ring Menu. Select the method of assigning the adjustment amount from the following three options:

- Assign the adjustment amount to a special pay type by entering that pay type in the **Remaining Pay Type** field. This option will create the pennies adjustment amount on a record using this pay type.
- Add the adjustment to an existing pay record by entering **1** in the **Insert Pay Option** field. (Leave the **Remaining Pay Type** field blank.) This option will make the pennies adjustment to the first record encountered for each employee in the pre-generated payroll.
- Enter **2** in the **Insert Pay Option** field to create a separate pay record for the adjustment using the pay type already generated in the payroll. (Leave the **Remaining Pay Type** field blank.) This option will make the pennies adjustment by creating an additional pay record for each employee using the pay type from the record encountered for an employee.

16. Select **X-Transfer** from the Ring Menu. Enter **Yes** if the correct payroll appears.

NOTE: *The default earnings and deductions should have been generated into the payroll before these pennies adjustments are transferred into the payroll.*

17. Select **Define** from the Ring Menu.

18. Press **ESC** to accept the information onscreen.

19. Select **X=Execute** from the Ring Menu to add the pennies adjustments into the payroll generation.

The following pop-up menu will appear:

```
Select:  C  D  E
Add to the current generated set.

      C.  Continue with this payroll and add to previously generated data
      D.  Delete and restart this payroll process from beginning
      E.  Exit the program
```

20. Choose **C** to “Continue with this payroll and add to previously generated data.”

21. Exit the generate payroll screen.

Continue processing the payroll normally by choosing **F**) Earnings/Deduction File Maintenance on this menu.